

Instructional Services

The Board recommends the use of all instructional services which are available to the district.

Support Staff

The Board recommends the use of support staff where necessary and practical.

Resource Persons

The Board recommends the utilization of resource persons who are available in the community and surrounding area.

Resource Material Selection and Adoption

The Board considers the final adoption of all resource materials and selection criteria for media center materials to be used in the district.

It is the policy of the Board to provide educational materials and equipment that support and enrich the curriculum and further achievement of the district's instructional goals. Media center materials shall support and supplement the curriculum. It also will support the district's instructional goals.

The selection of resource materials is conducted in a continuous cycle and in conjunction with the cycle of curriculum review.

All resource materials shall present balanced views concerning the international, national, and local issues and problems of our times.

Resource materials shall provide information to stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards. They shall provide information that will help students develop abilities in critical thinking, communication, problem solving, reading, mathematics, and technology. They shall provide information that will develop and foster an appreciation of cultural diversity and development. They shall provide an effective basic education for all students and allow sufficient flexibility for meeting the special needs of individuals and groups.

IFBC - INSTRUCTIONAL RESOURCES AND MEDIA CENTERS

IFBC-2

The superintendent and BICC, the district level curriculum committee, will develop administrative rules outlining a procedure to select resource materials which meet the above criteria. This process will include a review of curricular objectives and a preview of available resource materials by instructional staff members (See Policy IC). The recommendations resulting from the above process will aid in determining administrative purchases of resource materials.

Any citizen who objects to the final selection made by the board should follow the procedures outlined in the Board's policy on public complaints about resource and media center materials.

APPROVED: December 13, 1982

AMENDED: April 20, 1998

AMENDED: July 9, 2001

REVIEWED AND APPROVED: March 12, 2012

IFBC-R - INSTRUCTIONAL RESOURCES AND MEDIA CENTERS

IFBC-R

Classroom Materials

Each building principal will submit an instructional resources budget to the superintendent each year at a time designated by the superintendent. The instructional materials budget shall be compiled by the principal from requests submitted by each teacher.

Resource Materials Selection and Adoption

Selection of resource materials for use in the district shall be a cooperative effort of the teacher(s) who will use the materials and the Beloit Instruction and Curriculum Committee, who will recommend it to the board.

The procedure outlined below will be followed in implementing the board's policy on the selection of resource materials. The procedure carries out the board's intention that the resource material selection process guarantees involvement of district staff.

Resource material needs in the subject areas will be considered on a continuous cycle determined by BICC and listed in the BICC Bylaws.

It should be noted that the selection procedure for each subject area is the final step in curriculum updating with the first step being development and/or review of the curriculum objectives.

BICC will include these members: superintendent, special education director, elementary principal, secondary principal, Early Childhood Director, four (4) faculty representatives from the elementary school, and four (4) faculty representatives from the junior-senior high school.

Coordination of ordering resource material samples is the responsibility of the superintendent or his/her designees.

Distribution of the resource samples is the responsibility of the curriculum area chairperson. Actual review of the samples is the responsibility of the educational staff involved in that area. The educational staff is also responsible for recommending and prioritizing which resource materials should be purchased.

Within the selection process the following factors will be considered: quality, readability, cost, timeliness, and publisher reputation. BICC will review the recommendations from each curricular area.

Media Center Selection Criteria

Materials shall be chosen for accuracy, artistic quality, format and authoritativeness. Materials shall be chosen on various reading levels presenting different points of view, including current issues.

Books and other electronic/magnetic media materials shall be evaluated before purchase, either through direct examination or by using reputable, unbiased professionally prepared selection tools.

The media center shall obtain, process, and circulate materials and equipment as well as provide references and other services to students and faculty. Media specialists shall work toward providing resources so that students have an opportunity to achieve high levels of performance.

Collection Development

The media collection shall be developed systematically, be balanced in coverage of subjects, include various types of materials and a variety of content in various formats.

The collection shall reflect, enrich, and complement the broad interests represented in the curriculum. The collection shall be large enough to allow materials to be placed in a classroom for a limited time during a particular unit of study.

Challenges of Materials

Any person having a complaint about resource media center, or other instructional materials: 1). Shall meet with the principal;

2). If the matter cannot be resolved, the principal shall notify the superintendent and ask the complainant to use a request for review form which is available through the building principals or at the district office;

3). After receiving the completed form, the superintendent shall meet with the complainant to discuss the complaint; and

4). If the complaint is not resolved at the meeting with the superintendent, the complainant may request that the Board consider the complaint. If the Board chooses to consider the complaint, it shall forward all appropriate written materials to a review committee.

Review Committee

When a review committee is established by the Board to handle complaints concerning resource, media center or instructional materials, the review committee shall be composed of: the building principal, media specialist, (if appropriate) two subject area specialists and two community members. Site Council members may be used for this committee.

The committee's charge shall be:

To review the material and prepare a written report containing conclusions and recommendations within 30 days;

To direct a written report to the Board; and

To send the complainant a copy of the report.

The review committee shall:

Examine and evaluate the material as a whole; consider the district's policy, procedure and philosophy for selection of resource materials, instructional materials and media center materials; and weigh strengths and weaknesses and form opinions based upon the selection criteria.

If the complainant is dissatisfied with the committee's recommendations, an appeal of the decision may be made to the Board for a hearing and final decision. If an appeal is requested by the complainant, the superintendent shall request that the Board schedule an appeal and shall prepare in advance of the appeal all appropriate documentation for the Board's study.

Removing Challenged Materials

Challenged materials shall not be removed from use during the review period.

Lost, Damaged or Destroyed Student Resource Materials

All students may use resource materials. The cost to the student for lost or destroyed materials will depend on the cost of replacing the materials. The law provides that a system of fines and penalties may be established for lost or damaged materials. The administration of such a system is up to the judgment and direction of the teacher and principal.

Outdated and Old Textbooks

If old texts are still in fairly good condition, they can be kept as reference books or sold to textbook companies. Worn out and defaced books will be destroyed, sold to a paper company, or recycled.

Resource Materials Administration

The school name will be stamped on all materials and will be numbered. A record shall be kept showing the number of the material issued to each student. An inventory shall be kept of all resource materials.

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**REQUEST FOR REVIEW OF RESOURCE
MATERIAL AND MEDIA CENTER
MATERIAL**

Request initiated by _____

Telephone _____ Address _____

Complaint represents _____ self; or _____ group

If a group is being represented, name the group. _____

The material I object to is _____

Author (if known) _____

Publisher (if known) _____

1). Are you familiar with the district policy, procedure and philosophy regarding selection of resource materials, instructional materials, and media center materials? _____ YES _____ NO (Check one)

2). To what in the material do you object? (Please be specific. Cite pages and/or items). _____

(Please feel free to use additional paper and attach it to this page).

3). What do you feel might be the result of using this material? _____

4). Did you read or view all of the material? _____ If no, how were the parts selected for reading or viewing? _____

5). What do you believe is the theme of this material? _____

6). What would you recommend the school do with the material? _____

7). In its place, what material of equal educational quality would you recommend that would convey as valuable a picture and perspective?

8). Additional comments: _____

Signature of Administrator

Signature of Complainant

**Signature of Media Specialist
or Teacher(s) using the material**

Date Received